



U.S. Department of Labor

WHAT YOU SHOULD KNOW...

About Unemployment Insurance



- 1. You must accurately report why you are unemployed.**
When you file your claim, accurately reporting the reason you lost your job helps reduce errors and speed up payment.
 - 2. You must register with the state Employment Service.**
Unless you are one of the rare cases exempt by law, you must register with the state Employment Service to be eligible to collect UI benefits.
 - 3. You must be available to work.**
In order to collect benefits, you must continually verify that you are able, available and willing to accept suitable work.
 - 4. You must actively search for work.**
Failing to search for work each week may lead to you losing benefits.
 - 5. You must report any wages you earn.**
Failing to report all earnings for each week you work—including part-time or temporary work—could affect your eligibility for benefits.
 - 6. You should develop a plan.**
The state Employment Service can provide important guidance and help you plan your return to work.
 - 7. You should read all of the information provided to you.**
When you collect UI benefits, you are legally responsible for following the rules. Failure to do so can have serious consequences.
 - 8. You must immediately report when you return to work.**
As soon as you begin working, notify your state's UI office. Do not wait until you receive your first paycheck.
 - 9. You should think twice about committing fraud.**
Failing to follow the rules can have serious consequences, such as criminal prosecution, forfeiting future income tax refund and a possible jail sentence.
 - 10. You should Know Your Responsibilities and Ask for Help.**
Navigating through the UI system can be confusing. If you have a question, your state UI office is here to help.

Unemployment Insurance provides temporary benefits to people who have lost their jobs through no fault of their own.

The program is not a right to all who have lost their job.

Contact your state Employment Service for more information and assistance. Learn more by visiting www.servicelocator.org